

CTE BUDGET MANAGEMENT

Considerations for Newly Responsible Managers of
Career and Technical Education Budgets

2015-2016 CTE Leadership Academy
Phase I: Fall Symposium

Funding Sources and Differences

- How are CTE budgets generated from the state?
- How do Perkins monies differ from state block grants?
- Are the rules for expending monies from Perkins and CTE budgets the same?
- How do they differ?

Perkins Monies

- Where are the rules for Perkins expenditures?
- If there are questions about compliance in potential expenditures for Perkins funds, what resources should be used to determine the answers?
- If unable to look up the answer, who should be contacted?

State Finance Summary Information

- What is the state block grant amount for CTE for the district?
- Do the monies allocated for the CTE budget observe the state rules for the amount budgeted?
- How much of that grant must be spent on CTE?

Local Considerations

- Who are the business office personnel involved with CTE budgets?
- What role and interactions and expectations are there between the CTE office and the business office?
- What is the enrollment in each of the CTE programs in district?
- What are the unique expenses associated with running each CTE program?

Local Considerations (continued)

- How have previous budgets been expended? Developed?
- Who are key participants included when determining CTE budgets for individual programs?
- How will the management and expenditures of the CTE budget further the district goals for its students? The CTE goals for its students
- How will budget reports be received? How often?

Local Considerations (continued)

- What are the district's purchasing rules?
- How will budget compliance be assessed?
- Is the CTE official of the district part of the approval process for PO's?
- When purchases are made, who needs to be informed? (Principal, technology director, maintenance staff?)
- How will that be done?
- Who will be sure budgets are on track? How will that be done?
- How will budgets be initially allocated?

QUESTIONS.....???

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MANAGING CTE BUDGETS

WHAT IF.....???

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Scenario #1

- Your superintendent has sent you an e-mail, asking you to buy new student desks for three CTE classrooms from Perkins funds this year.
- What is your response? Why? How do you propose to communicate this?

Scenario #2

- In the past, the CTE budget has always funded the English department's computers, since they are funded more liberally than others. The department head comes by with the quote for the new lab this year (\$35,000).
- What do you do?

Scenario #3

- Your district initiated a new Culinary program prior to your hiring. There is no budget for this program.
- How will funds for this program be determined? What are the steps that need to be taken to develop this plan? Who needs to be involved?

Scenario #4

- Your district has 4 CTE programs: Ag Science, Business, Health Science and Culinary Arts. Each program has 100 students in it. Most students are in one hour classes. The Ag program has a small Ag facility to house the animal projects. The total CTE budget for the district is \$75,000 (not including salaries of the CTE teachers). The Ag facility costs \$10,000 in maintenance annually for utilities and waste removal. The Ag program includes 3 classes of Floral design.
- How much money should each program receive? Why?

Scenario #4 (continued)

- Now, consider that the new Health Science program needs, and has been promised, a classroom of computers.
- How would you problem solve this expense?
- Would you change any allocations? How?

Scenario #4 (continued)

- Now, consider that the student travel for state competitions for each student group needs to be funded from the CTE budget.
- How would you go about determining the amount to allocate for this expense?

Scenario #4 (continued)

- Now, consider that CTE teacher training has to come out of the CTE budget. The new Culinary teacher has to attend some training this fiscal year. Also, each of the professional conferences attended by CTE staff have to be funded from the CTE budget.
- How would you go about estimating these expenses?
- How would this affect the budget developed?

Scenario #4 (continued)

- Now, consider that the Ag facility needs new pens for the animals.
- How would that impact the budget?

Other Questions to Consider

- What are the most challenging aspects in managing CTE budgets?
- What resources do you need to problem solve these?
What additional questions do you have?
- How do CTE budget practices differ from district to district? From small districts to large districts?

YOUR QUESTIONS??
